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PART I

Haryana Government Notifications and Orders

SECRETARIAT ESTABLISHMENT DEPARTMENT

The 30th December, 1987

No. 22/31/85-Estt. I.—The Governor of Haryana is pleased to constitute a Departmental Council for the Haryana Civil Secretariat and Financial Commissioner's office under the Joint Consultative Scheme. The constitution of this Council is given in the Annexure to this order.

L. C. GUPTA,

Chief Secretary to Govt.,
Haryana.

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ANNEXURE

CONSTITUTION OF DEPARTMENTAL COUNCILS

1. **Short title.**—This Constitution may be called the Constitution of the Departmental Council of the Haryana Civil Secretariat and Financial Commissioner's office under the Joint Constitution Scheme.

2. **Application.**—This Constitution shall cover the staff of Haryana Civil Secretariat and Financial Commissioner's office.

3. **Object.**—The object of the Council is to promote harmonious relations and to secure the greatest measure of co-operation between the Government in its capacity as employer and the general body of its employees in matters of common concern and further to increase the efficiency of the public service.

4. **Scope and Functions.**—The scope of the Council will include all matters relating to conditions of service and work of the employees, their welfare and improvement of efficiency and standards of work, provided, however, that —

- (i) in regard to recruitment, promotion and discipline, consultation will be limited to matters of general principle; and
- (ii) individual cases will not be considered.

5. **Members of the Council.**—The Council shall consist of—

(a) Joint Secretary Revenue (or the senior man) .. Chairman.

(b) Representatives on the official side:—

Besides the Chairman, there shall be five members of the official side to be nominated by the Government.

(c) Representatives on the staff side:—

There shall be five members on the staff side as follows:—

- (i) Two members from Haryana Civil Secretariat (Non-Gazetted) Employees Association—one from the stenographer association and one from clerical association.
- (ii) One member from Haryana Civil Secretariat (Class-IV) Employees Association.
- (iii) One member from Financial Commissioner's office (Class-III) Employees Association and one from Stenographer Employees Association.

Note 1.—Where there are two or more Association representing different categories of staff, the Chairman shall distribute the total permissible representation on the Council on the basis of the respective numerical strengths of the categories concerned.

Note 2.—Where there are two or more associations representing the same categories of staff, the total permissible representation shall be distributed by the Chairman on the basis of the respective membership of each Association.

Note 3.—If there is change in the membership of an Association representation given will be changed only after verification of membership.

Note 4.—Distribution of seats may also be made by the Chairman, in consultation with the Association in any other member acceptable to the Associations.

(d) **Secretary.**—The Secretary to the Council shall be appointed by the Chairman.

(e) **Leader.**—The staff side shall elect one of the members as its Leader.

6. **Nomination of Representatives on the staff side by the recognised Associations.**

(i) The Chairman of the Council shall, at the commencement and as and when occasion arises, intimate to each Association eligible for representation on the Council, the number of members it may nominate on the Council.

(ii) On receipt of intimation under clause (i) above, the concerned Association may intimate to the Chairman of the Council the name(s) of its representative(s) nominated by its general body or the executive committee of the Association/Union.

(iii) In the event of retirement, resignation, death etc; of the representative of an Association, such Association may nominate its representative.

(iv) On receipt of intimation under clause (ii) or (iii) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the provisions of the scheme and inform the Association concerned.

7. **Term of Membership.**—(i) The association will nominate their representatives for a term of 3 years; but there will be no bar to re-nomination.

(ii) Vacancies caused by death, retirement, resignation, transfer, etc., will be filled for the unexpired term.

Appointment of Committee.—A Council may appoint an ad-hoc Committee's from amongst its members to study and report on any matters falling within its scope.